



FY 2006 *Preserve America*
Historic Preservation Fund Grants to Preserve and
Promote America's Heritage and Cultural Assets

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages plus one (1) additional photocopy of this page for each project. See additional mailing instructions on the last page of the application form.

1. GENERAL PROJECT INFORMATION

Project Title (10 words or less) _____

Name of Applicant (Provide the name of the community, local government, tribe, or SHPO applying for the grant)

Type of Applicant (Select only one)

Preserve America Community ☐

Preserve America Neighborhood ☐

SHPO ☐

THPO ☐

CLG (in the process of applying for *Preserve America* designation) ☐

Project Category (Select only one)

Research/Documentation ☐

Interpretation/Education ☐

Planning ☐

Marketing ☐

Training ☐

Amount Requested (Federal Share) \$ _____ **TOTAL Project Cost \$** _____

U.S. Congressional District(s) _____ **Name of U.S. Representative(s)** _____

2. APPLICANT CONTACT INFORMATION

Contact Person _____ **Title** _____

Organization _____

Address _____

City _____ **State** _____ **Zip Code** _____

Telephone () - **FAX Number** () - **E-mail** _____

3. SIGNATURE OF AUTHORIZING OFFICIAL (The applicant's authorizing official must sign and date this form.
Signatures must be original and in ink.)

Signature _____ **Date** _____

Print Name and Title _____

4. PROJECT SUMMARY

A. Briefly summarize your project emphasizing the primary objectives and results.

(Your summary must fit in the space provided. Use at least a 10 point font.)

5. PROJECT DESCRIPTION AND BUDGET

Describe your project by answering the questions that follow. Applicants are strongly encouraged to provide answers in the spaces provided

A. Describe your community's historic resources, including whether they are listed in the National Register of Historic Places.

B. Project Objectives.

- **How will the proposed project promote the community's historic resources and cultural assets?**
- **How does the proposed project contribute to the long-range goals of the community and preservation of its historic resources and cultural assets?** (i.e. how does the project meet the goals of the local or statewide preservation plan, heritage tourism plan, or plan for an existing heritage area.) Identify the source of the community's long-range goals and when they were developed and adopted by the community.

- **Why is the proposed project the most appropriate action or strategy for the promotion of heritage tourism and economic development at this time?**

- **Does the proposed project involve a public-private partnership that will continue to support the resource(s) after the grant project is complete?** Describe all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations directly involved in the project (see guidelines and pages 3-4 of the application regarding this documentation). Describe the extent to which the public will be involved with the project.

C. Project Activities and Timelines. How and when will you perform the project activities to achieve the Grant Objectives? List and describe the project tasks, schedule and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

D. Personnel Qualifications. List the project personnel. Describe their responsibilities and the amount of time each will dedicate to the project. If you plan to obtain consultant(s) or technical assistance from universities, professional organizations, or other institutions, describe the criteria that will be used to competitively select these services. **All personnel must be competitively selected.**

Budget. The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project. Outline the project budget in the form below; add additional lines in a category as needed. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed, and all cost items should be explained in the narrative of the application. The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe at least \$60,000 of costs/work). All non-Federal match must be cash expended or services donated during the grant period, which is generally 1 to 2 years and is specified in the grant agreement. If you have any questions about cost categories, or how to formulate some of your budget items, please email NPS_PreserveAmerica@nps.gov.

1. Personnel. Provide the names and titles of key project personnel. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.				
Name/Title of Position	Wage or Salary	Federal Grant Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.				
Rate	Salary or Wage Base	Federal Grant Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$

3. Consultant Fees. Include payments for professional and technical consultants participating in the project.					
Name and Type of Consultant	# of Days	Daily Rate of Compensation	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
Subtotal			\$	\$	\$

4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.							
From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	Federal Grant Funds	Match/ Cost Share (if any)	Total
					\$	\$	\$
Subtotal					\$	\$	\$

5. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in Equipment - Category 6.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

6. Equipment. List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Other (specify).

Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

BUDGET SUMMARY

Enter category totals here

Category	Federal Grant Funds	Match/Cost Share	Total
1. Personnel	\$	\$	\$
2. Fringe Benefits	\$	\$	\$
3. Consultant Fees	\$	\$	\$
4. Travel and Per Diem	\$	\$	\$
5. Supplies and Materials	\$	\$	\$
6. Equipment	\$	\$	\$
7. Other	\$	\$	\$
8. Indirect Costs	\$	\$	\$
TOTAL PROJECT COSTS	\$	\$	\$

F. WHAT ARE THE SOURCES OF THE NON-FEDERAL MATCH?

List the **secured** sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants, except CDBG grants from the Department of Housing and Urban Development, may not be used for match. All non-Federal match must be used during the grant period to execute the project. If the match is **not secured**, explain how it will be raised.

Applications must be received by 5 PM Eastern Standard Time,
Friday, December 16, 2005

APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- (1) original and seven (7) copies – a total of 8 – complete application packages.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original must be secured with a binder clip.
- Each copy must be secured with a staple or binder clip; do not use pocket folders, notebooks, or ring-binders.
- One (1) additional photocopy of page one of the application.

A complete application package is:

- Application on 2006 form.
- Authorizing Official signature. (Application Section 3 – page 1)
- Timeline for project completion. (Application Section 5.C.)
- Detailed budget. (Application Section 5.B.)

PLEASE NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.

SEND APPLICATIONS TO: *Preserve America Grants*
National Park Service
1201 "Eye" Street, NW
6th Floor (ORG. 2256)
Washington, DC 20005